



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 3/10/77	1. Agency Address Department of Human Resources Division of Social Services Program Unit - Protective Services 47 Trinity Avenue Atlanta, Ga. 30334	Application Number 77-83	Date Received MAR 10 1977
Application Number DHR-131		Date Completed MAR 30 1977	
2. Person to Contact Barbara Cundiff		Working Title Social Service Consultant	Telephone Number 656-4470
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972	Latest Present	5. Records Series Title (followed by title used in office, if different) Child Abuse Report Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Social Services is responsible for administering, supervising and regulating non-medical service programs directed to the indigent and youth of the State. These services include the licensing of Day Care Centers; the placing of foster and adoptive children; and for providing counseling services in the areas pertaining to the delivery of community social services.</p> <p>Protective Services coordinates the receipt of Child Abuse Reports completed on each child allegedly abused that is referred to County Family and Children Services Departments. The completed reports provide necessary data on this particular group of children and their families so that Protective Services may determine the scope of problem in Georgia and</p> <p>(See attached sheet)</p>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the receipt and tabulation of Child Abuse Reports. Included are: Child Abuse Reports (DCS/SSS-431) identifying parents or guardian of child, address, name of abused child, personal characteristics, date of abuse, injuries sustained and similar and related information pertinent to abuse report; and possibly follow-up correspondence pertaining to abuse case. Files are arranged chronologically by year in which report was submitted; thereunder alphabetically by child's name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>50</u> ; Seven to twelve months old <u>25</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____ 885 reports 1976; 479 reports 1975.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <i>Ga. Code 623</i>
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value? <i>Possible long term research value</i>
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. <i>DHR Annual Report</i>
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <i>Monthly Reports</i>
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <i>County Department of Family & Children Services</i>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>10</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Based on units limited reference experience a 10 year reference is needed.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Ruled Out Cases - For various reasons no action required or anticipated.

Confirmed, Suspected or Undetermined Cases - For various reasons further action required or anticipated.

Ruled Out Cases - Cut-off file at the end of fiscal year, hold in current files area (Central Registry) for 3 years; then destroy.

If at any time during the retention period, additional reports are received, the file will be brought forward to the current year.

(See Attached Sheet)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Thomas Moore</i>	<i>3/10/77</i>	<i>Will J. McDonald</i>	<i>3-10-77</i>

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	<i>3-28-77</i>
Secretary of State/Designee	<i>Carroll Harris</i>	<i>3-25-77</i>
Attorney General/Designee	<i>Robert Shell</i>	<i>3-29-77</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

Department of Human Resources
Division of Social Services
Program Unit - Protective Services
47 Trinity Avenue
Atlanta, Georgia 30334

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#6 (continued)

aid in planning and development of abuse programs objectives. Georgia Code Annotated Section 74-111 requires mandatory reporting by certain individuals who have cause to believe that a child has been physically injured, other than by accident, by a parent or guardian. These individuals include physicians, nurses, social workers, teachers and others responsible for health, welfare or education of children. Individuals making reports are provided confidentiality and immunity from civil or criminal liability resulting from such reports made in good faith.

#12 (continued)

Confirmed, Suspected or Undetermined - Cut-off file at the end of fiscal year, hold in current files area (Central Registry) for 10 years; then destroy.

If at any time during the retention period, additional reports are received, the file will be brought forward to the current year.